



**PURBROOK INFANT SCHOOL**  
**ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ**  
**Telephone: 023 9261 0761**  
**Headteacher: Lucinda M Clements**  
Deputy Headteacher: Lara G Jelliff  
Administrative Officer: Hazel K Dean



## **TERMS OF REFERENCE**

## **FINANCE AND PAY SUB COMMITTEE**

1. Establishment and Responsibilities. The Finance and Pay sub committee is a subcommittee of the Full Governing Body and established by the FGB.
2. Membership. The FGB will determine the number of members of the Finance and Pay sub committee and who will serve on it. The Head Teacher and Chair of the Governors will either be members or be invited to attend meetings of the subcommittee. For a meeting to be quorate at least 50% (rounded up) of voting Governors must be present.
3. Election of Officers. The roles of Chair and Vice Chair will be filled annual in September/October at the first meeting of the new school year. Nominations including self nominations, being sent to the Clerk to the Governors prior to the meeting.
4. Agenda and Minutes. Agendas for meetings will be prepared and circulated at least 7 days before the meeting. Minutes will be produced and circulated not later than 14 days after the meeting. After being approved at the following meeting minutes will be signed by the Chair and Head Teacher. Copies of the minutes will then be posted on the Governors' web site, and a hard copy held in the Office available for inspection by any authorised person.
5. Meetings. The number of meetings to be held each year will be agreed by the FGB. Dates for all meetings including subcommittee meetings will be agreed at the final meeting of the FGB in July each year for the following school year. Extra or Special meetings can be called as and when required by the Chair of the sub committee or the Chair of Governors.
6. Review of Policies. The current schedule of Policies indicates those which can be reviewed and approved by the subcommittee. After review the policy is signed by the Chair of the sub committee and Head Teacher and a hard copy held in the office. The schedule of Policies also identifies those Policies which can be reviewed by the sub committee and recommended for approval by the FGB at their next meeting.
7. Reports. Each sub committee is required to submit a brief verbal or written report o the next meeting of the FGB. This report will include any issues for further consideration by the FGB and anything which requires approval by the FGB.

8. The Finance and Pay sub committee will be responsible for :-
- 8.1 Working closely with the Head Teacher and School Finance Officer (FO) to consider the details of budgeting and financial management in the school. The committee will report details to FGB, including any recommendations.
  - 8.2 Providing guidance and assistance to the FO and the Head Teacher in all matters relating to finance and budgeting.
  - 8.3 Preparing and reviewing financial policy statements, including consideration of long term planning and resources.
  - 8.4 Referring to the current years School Improvement Plan (SIP), present an annual budget to the FGB for approval.
  - 8.5 Delegating to the Head Teacher authority to spend a sum not exceeding £ 7,500 subject to the budget being able to sustain this expenditure and subsequent ratification by the Finance and Pay sub committee.
  - 8.6 Receiving reports from the Head Teacher and Finance Officer on all aspects of the school's Finances, to monitor these reports, and report to the FGB at least once each school term.
  - 8.7 Receiving and responding to audit and similar reports.
  - 8.8 Receiving reports from the Head teacher concerning staffing plans and performance related pay awards
  - 8.9 Monitoring the financial status of the Parent Teachers and friends (PTFA) each term.
  - 8.10 Monitoring the financial and staffing matters relating to the Beehive Club (after school facilities).
  - 8.11 Renting out of the school premises, and the annual reviewing of charges annually.
  - 8.12 Reviewing the Pay Policies and associated staffing issues annually in September.